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Notary Search Mobile Application User Manual

VERSION 1.0

Smart Street Solutions USA Corp
<Month> <Year>

Notice

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THIS DOCUMENT

Purpose

The purpose of this document is to provide appropriate guidance to users of Notary Search Mobile Application.

Intended Audience

This user manual is intended for the users who have downloaded Notary Search Mobile Application for 99 Cents from Apple and Android Stores

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1 About Notary Search Mobile Application

1.1 Need

Notary Search is the first mobile application created exclusively to serve a whopping 4 million and ever growing Notary Public community in North America.

1.2 Intended Audience

** Hiring Agents - who are constantly looking for Professionally well trained Signing Agents
Notaries Public – who are looking to:

- Find the best places to shop for Notary Supplies
- Promote their notary service
- Get some useful Tips and information to assist them in their business
- Provide easy access to their Secretary Office of States Office - Notary Division, including address, phone number, fax number, email id and website pertaining to each state
- Find Insurance providers who can provide cost effective E&O insurance
- Improve their Notary Career by providing information on the best educational opportunities available today
- Providing information on cost effective background checks

** Providing Hiring Agents immediate access, to not only Notaries all over the country by location search, but by putting a database of their preferred Notaries at their finger tips no matter where they are through the use of their smart phones.

2 How to use Notary Search Mobile Application?

2.1 Download Notary Search

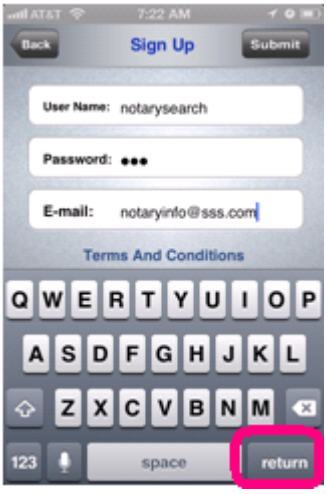
The first and foremost step is to download Notary Search Mobile Application in your Smart Phone or Apple iPad or Android Tablets - from Apple and Android Application Stores for 99 cents. Notary Search can be found in the business section of the App Stores.

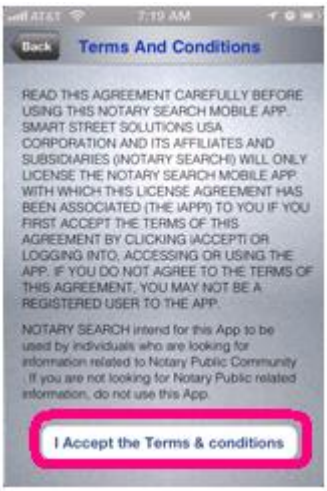
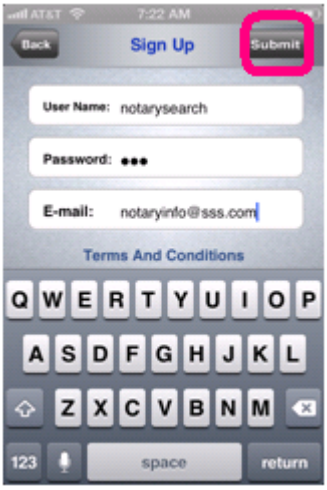
2.2 Login to Notary Search

2.2.1 User Types & Benefits

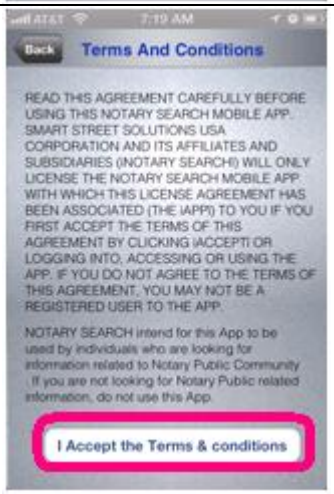
- Notary Search mobile application accepts two types of users who can access the mobile application
    - Guest
    - Registered Users
- Guest User need not provide any User Id and Password to login to Notary Search.
    - Guest user will have to Accept to Terms and Conditions every time they login to Notary Search
    - Guest users will not have some features which the Registered Users will be able to use
- Registered Users have to register their User Id and Password with Notary Search to login as a Registered User
    - Registered users will have a dedicated user id and password created for their login
    - Registered users will have access to a new feature "Favorites" "Favourites" will allow all registered users the opportunity to save their favourite Notaries, Signing Agents, Supplies, Insurance Agents, Background Investigators, Training Course Providers, and Secretary of State information in a folder accessible only to the creator of that folder. The user will have instant access to this information.

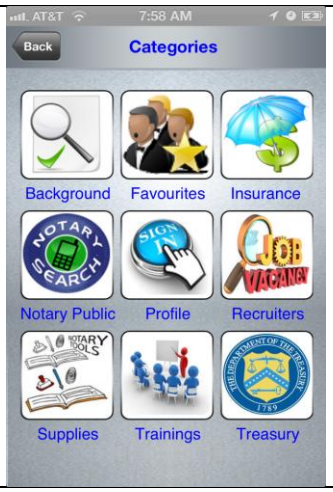
2.2.2 How to become a Registered User?

Steps	Notary Search Snap Shots
Launch Notary Search from your mobile application	
Select "Register Now" for the first time when you want to create your User ID	
1. User Name : Enter a unique User Name (If the user name already exists – the system will ask you to provide another user name) 2. Password : Enter unique Password not longer than 15 Characters 3. E-mail : Enter a valid Email id 4. Press Return Button after entering all the details 5.	

Accept Terms and Conditions Carefully read the Terms and Conditions listed on Notary Search Mobile Application and press "I Accept the Terms & Conditions" if you want to register with Notary Search. If you do not Agree to the Terms and Conditions you may not be able to Register yourself with Notary Search	
Submit Request : Press Submit Button On successful User Creation : You will login to the Home Page of Notary Search Mobile application	

2.2.3 How to Login as a Guest User?

Steps	Notary Search Snap Shots
Launch Notary Search from your mobile application	
Select "Login as Guest" whenever you want to Login as Guest	
Accept Terms and Conditions Carefully read the Terms and Conditions listed on Notary Search Mobile Application and press "I Accept the Terms & Conditions" if you want to register with Notary Search. If you do not Agree to the Terms and Conditions you may not be able to Login yourself as Guest User with Notary Search	

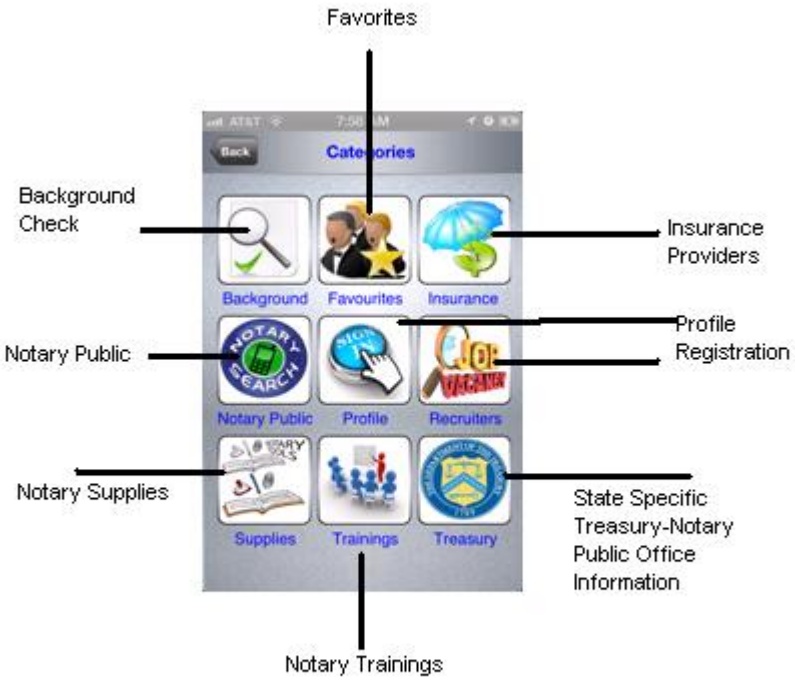
On your Agreement to Terms and Conditions : You will login to the Home Page which is called “Categories” of Notary Search Mobile application	

3 Exploring Notary Search

This section focuses on helping Notary Search Mobile Application users to understand the different categories available in Notary Search Mobile Application and how to use them effectively.

3.1 Home Page

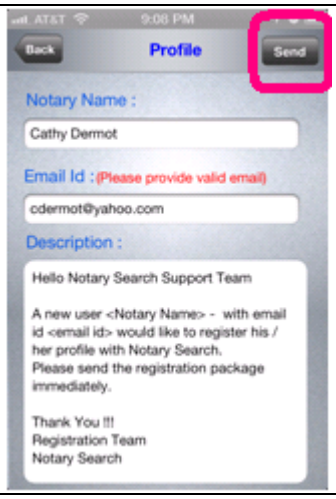
The Home Page is the first screen or the main screen that gets displayed on logging into the Notary Search Application.

Home Page	Home Page Snap Shot
The Home Page – is called as "Category" and has the following categories displayed on it: 1. Profiles Sign In 2. Notary Public 3. Recruiters 4. Favourites 5. Background Check 6. Insurance 7. Notary Supplies 8. Trainings 9. Treasury	

3.1.1 Profiles Sign In Icon

- If you are a new Notary Public who has recently purchased the Notary Search Mobile Application from the Apple or Android Application Stores, and if you wish to register your profile with Notary Search Mobile Application please follow the below steps mentioned for registering your profile with Notary Search Mobile Application.
- Registering your profile will allow people to find you when searching for Notaries to fulfill their assignments.

Profile Sign In	Sign In Snap Shot
Please follow the below steps for registering your profile with Notary Search Mobile Application:	
1. Login as a Registered User or a Guest User into Notary Search Mobile Application	
2. Select "Profile" button which can be seen as a "Hand Clicking a Sign In" button	

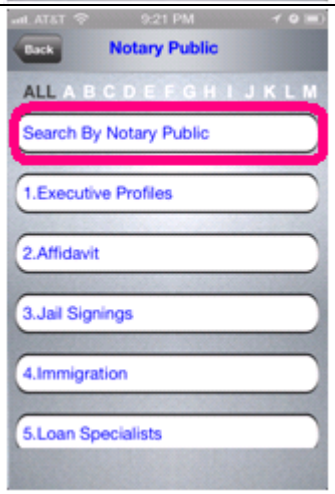
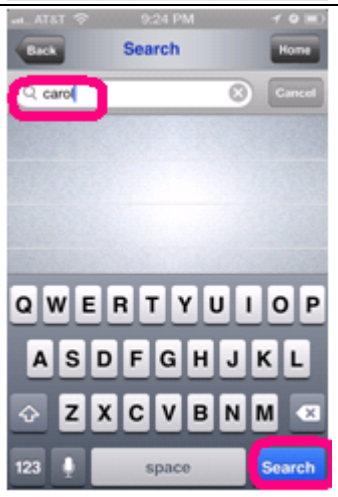
3. Notary Name : Enter your name 4. Email Id : Enter a valid email id to which the registration package will be emailed 5. Description : Leave it blank – you need not fill anything here 6. Send : Submit the registration request by pressing the Send Button	

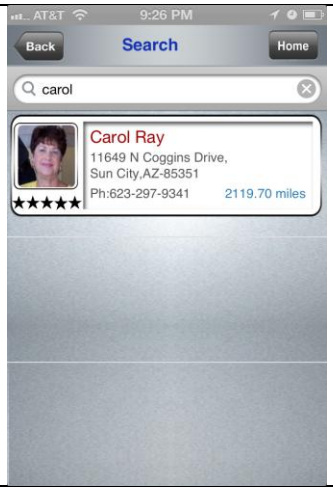
Note : Please refer to the steps required to complete the Registration Package in Section 3.1.5

3.1.2 Notary Public Icon

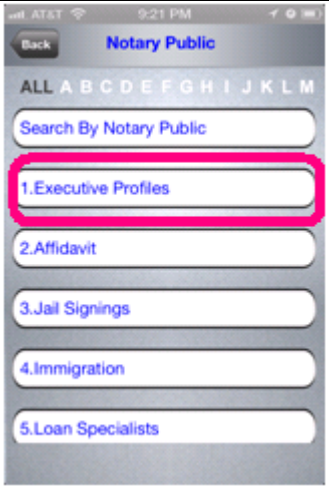
- The Notary Public Icon opens the gateway to find a wide variety of Notaries Public to suit your need listed by State and Zip Code across USA.
- This is where your profile will get listed and will be made visible to Recruiting Agencies who are constantly on the lookout for Quality Notaries Public to conduct Loan Signings.

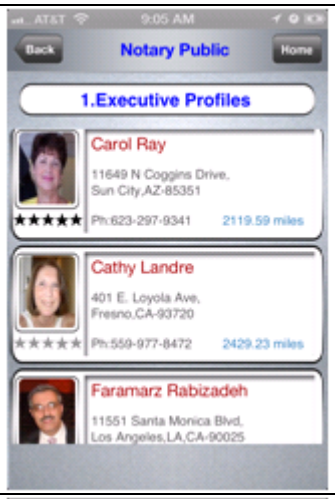
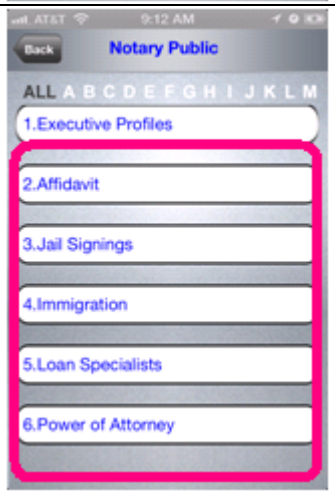
Notary Public	Notary Public Snap Shot
Please follow the below steps for Navigating / Finding your profile with Notary Search Mobile Application:	
1. Login as a Registered User or a Guest User into Notary Search Mobile Application	

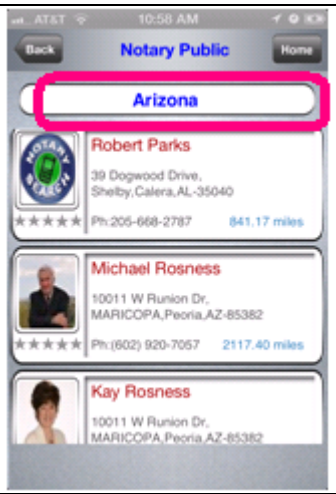
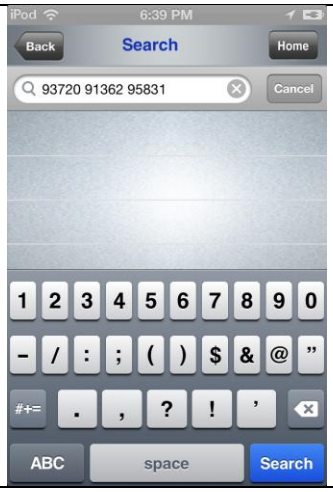
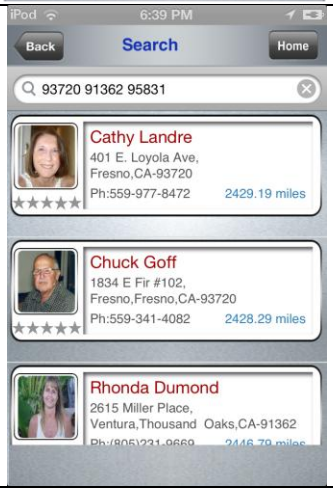
2. Select "Notary Public" Icon on the Home Page	
3. Search By Notary Public: Select the "Search By Notary Public" option and type the name, part of the address (Street, City, Zip Code, State) or phone number of the Notaries Public whom you want to find in Notary Search Mobile Application. Note : To find Notaries Public listings for a range of Zip Codes type all the Zip Codes you are looking for separated by a space. Ie Type "08810 07095 08837" if you are looking for a list of Notaries Public in New Jersey – Zip Code Range 08810, 07095 & 08837. You can also provide the County Name in the search criteria to list the Notaries Public in a County.	
4. On giving the search parameter – press "Search" button	

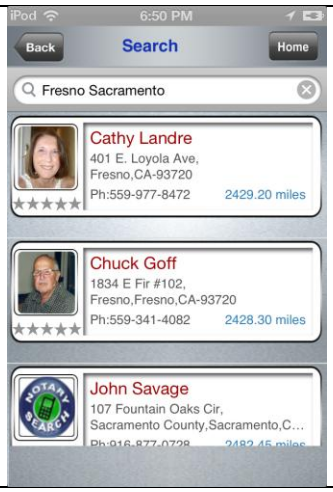
5. You will find the list of Notary Public Profiles matching the search criteria. Note : How to view the profile of the Notary Public is described on the oncoming sections	
6. Note : If you give a invalid search criteria no profiles will be listed	

Exploring More: The Notary Public Icon opens the gateway to find a wide variety of Notary Profiles based on requirement.

Notary Public	Notary Public Snap Shot
Please follow the below steps for Navigating / Finding your profile with Notary Search Mobile Application:	
1. Executive Profiles Executive Profiles is created to honor the Notary Publics who are providing outstanding contribution to the Notary Public Community. Notary Search's "Content Panel" consisting of renowned Notary publics - reviews and approves each profiles that qualify for a Notary Public. Some of the standard parameters that qualify a Notary Public into Executive Profiles are : a. Serving Notary Community for more than 15 Years b. Signed more than 10,000 Signings c. However there will be exceptions as well and will be reviewed on a case to case basis. The Content Panel takes the final decision on who can be qualified for Executive Profile Note : Notary Search takes enough precautions to evaluate these profiles. However Notary Search cannot be held responsible if the information provided by a Notary Public is not correct or involves in an act of Fraud.	

Notary Search does not provide any recommendations or guarantee on the individuals listed in Executive Profiles Category.	
2. Selecting Executive Profiles option lists all the Notary Publics across USA who have been providing outstanding service to Notary Public Community	
3. How to look for a list of Notary Public Performing a Specific Notary Service? We also make it easy for Notary Search user if they are looking for a Notary Public who performs any of the following services: • Affidavit • Jail Signings • Immigration • Loan Specialists • Power of Attorney Selecting any of these Services will result in the list of Notary Public Performing the services across USA. The list will be displayed in the order of nearest distance from the current location of the device using the Notary Search Application	
4. How to look for a list of Notary Public from a particular State in US? Notary Public List across the states in USA can be found by selecting the specific state of interest. Scroll Down your screen to get more states	

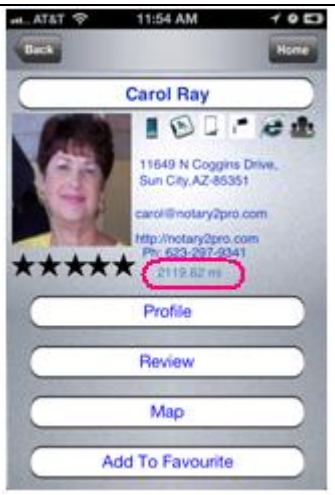
5. Select Alphabets listed on the top of the page to select a specific state		
6. List of Notary Public from Arizona State Scroll down the screen to find the complete list		
7. How to get a list of Notaries Public from a range of Zip Codes a. On the Search Criteria "Type all the Zip Codes you want to search separated by a space" Eg : "93720 91362 95831"		

8. How to get a list of Notaries Public from a county or range of counties a. On the Search Criteria "Type the County Names you want to search separated by a space" Eg: "Fresno Sacramento"		

3.1.3 Notary Public Home Page – Exploring the profile

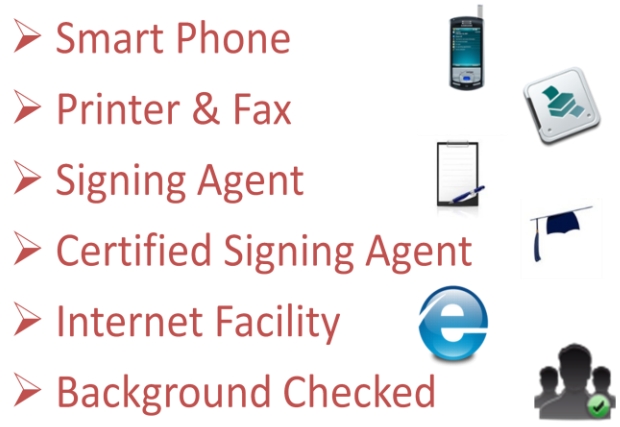
The above section helps you to find a list of Notaries Public to serve your need. This section focuses on exploring about specific details about the Profile of Notary Public.

Notary Public – Home Page	Notary Public Snap Shot
Please follow the below steps for Navigating / Finding your profile with Notary Search Mobile Application	

1. Home Page
An exclusive home page is designed for every notary public listed in Notary Search Mobile Application. This is equivalent to creating a website.
A Home Page contains the following details of a Notary Public :
• Home Page
• Name
• Address
  ○ Address, City, State, Zip
  ○ Phone No
  ○ Email Id
  ○ Website
• Unique Profile Picture
• Facilities
• Distance from current location
• Customer Profile
• Reviews
• Google Map
• Add To Favourite
 	
Note : The distance where the Notary is located from your current location is displayed in miles.
	

2. Facilities

The Notary Search Home Page is designed in such a way that it helps the viewers of the profile to quickly understand the facilities a Notary Search have to provide a quality service.

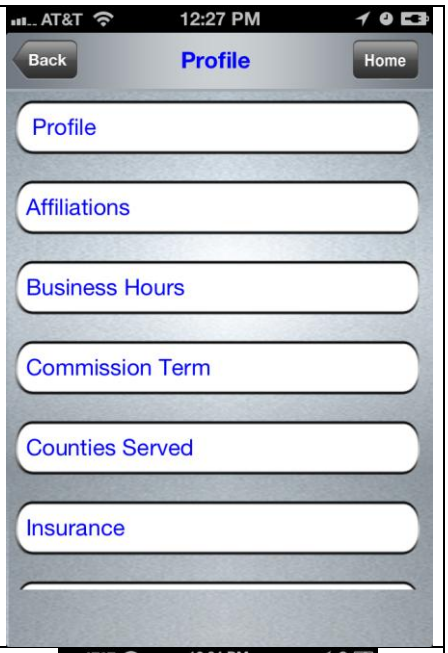


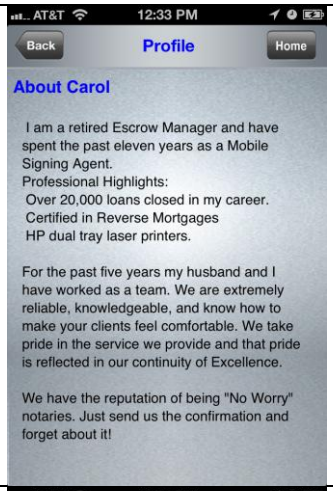
3. Customer Profile

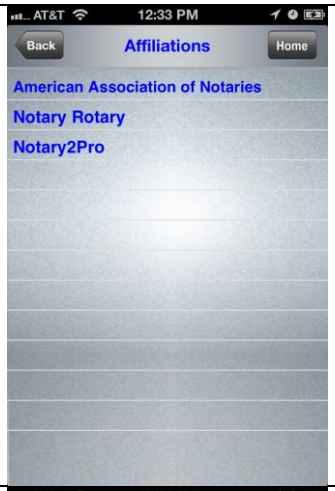
A Notary Profile is the platform where a Notary Public gets the opportunity to describe in his own words about him / her.

A Notary Profile information is displayed in the following Order:

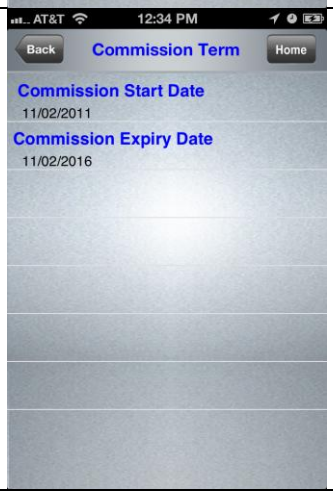
- Profile – Describes About the Notary Public
- Affiliations
- Business Hours
- Commission Term
- Counties Served
- Insurance
- Professional Highlights
- Trainings

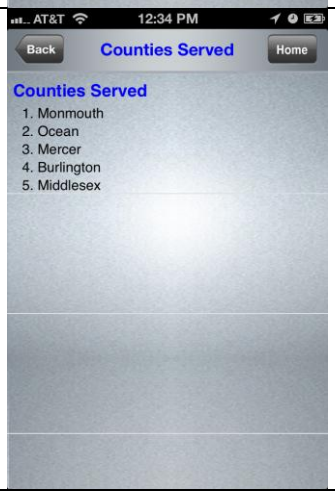


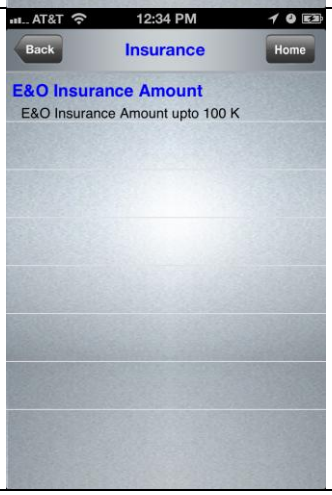

AT&T
12:33 PM
Back
Profile
Home
About Carol
I am a retired Escrow Manager and have spent the past eleven years as a Mobile Signing Agent.
Professional Highlights:
Over 20,000 loans closed in my career.
Certified in Reverse Mortgages
HP dual tray laser printers.
For the past five years my husband and I have worked as a team. We are extremely reliable, knowledgeable, and know how to make your clients feel comfortable. We take pride in the service we provide and that pride is reflected in our continuity of Excellence.
We have the reputation of being "No Worry" notaries. Just send us the confirmation and forget about it!



AT&T
12:34 PM
Back
Business Hours
Home
1. Sunday
Not Available for signings
2. Monday
09 : 00 AM to 09 : 00 PM
3. Tuesday
09 : 00 AM to 09 : 00 PM
4. Wednesday
09 : 00 AM to 09 : 00 PM
5. Thursday
09 : 00 AM to 09 : 00 PM
6. Friday
09 : 00 AM to 09 : 00 PM
7. Saturday
09 : 00 AM to 03 : 00 PM

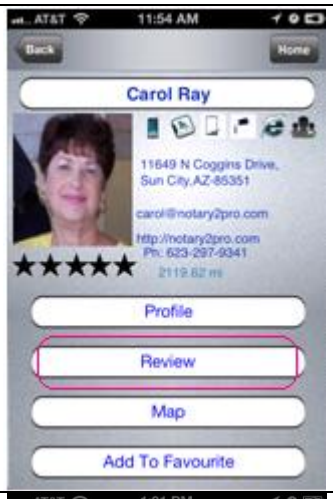


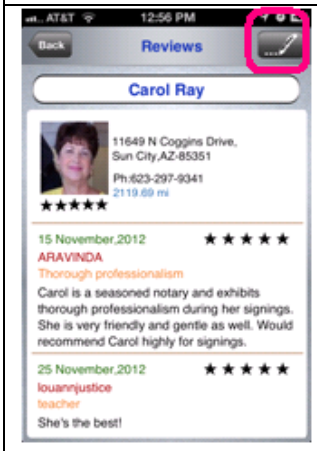


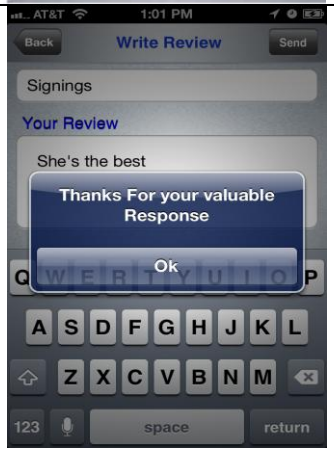


AT&T 12:35 PM
Back
Professional Highlights
Home
Professional Highlights
Serving as a Notary Public - Over 1 year
Number of Signings completed - Over 300
E-doc capabilities - yes
Printer - dual tray brother
Internet - yes
E&O Insurance - 100K
Reverse Mortgage Signings - yes
Hospital Signings - yes
Jail Signings - yes
Affidavit - yes
Power of Attorney Documents - yes
Business Documents - yes
Immigration Documents - no
Others 1 - Structured Settlements
Others2 - Helocs

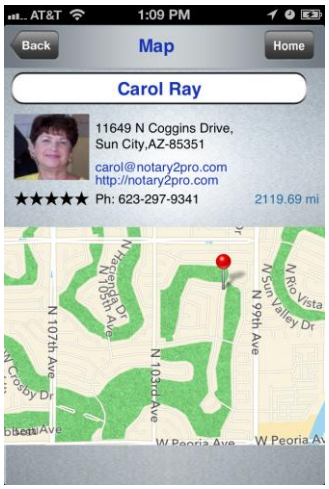
4. Reviews & Ratings
   The Review & Ratings Feature of Notary Search helps a Notary Public with:
   - Real time Reviews & Ratings
   - Reviewer Name &Comments
   - Review Date
   - Helps Recruiting Companies to select a profile

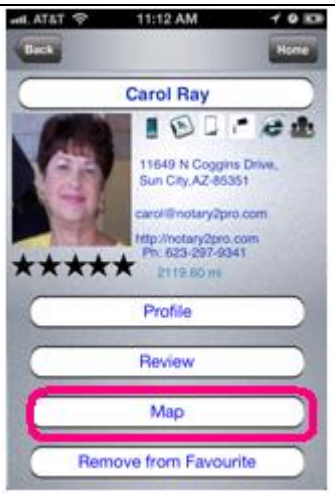






5. Map





This feature gives the Google Map of the office location where the Notary Public is available for service

6. Add To Favourite

The most appreciated feature of Notary Search Mobile Application is its ability to allow users to Add and Remove users to their Favourite List.

The Favourites feature is available only to the Registered Users.
Guest Users will not be able to avail this feature.

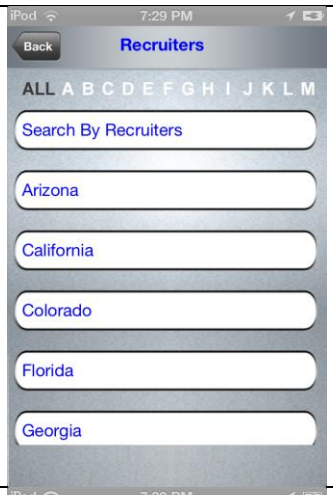
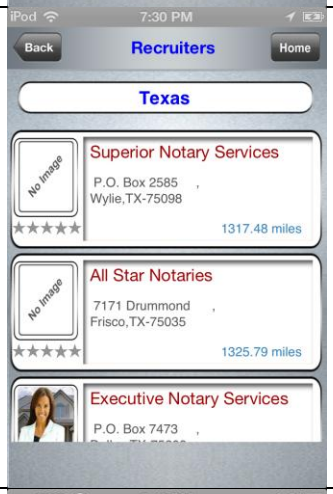
To add someone to your Favourites List – simply select the button Add To Favourite.
The Notary Public gets added to the Favourites List.

How to access your favourites list will be covered in the Favourites Section

3.1.4 Recruiters Icon

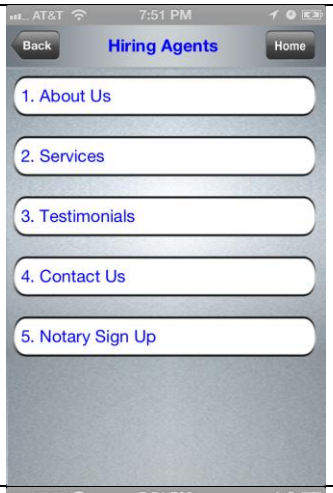
- The Recruiters Category lists the Loan Signing Services State wise across USA.
- The Recruiters constantly lookout for Quality Notaries Public to conduct Loan Signings

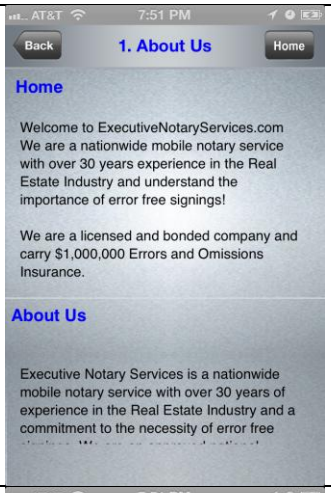
Notary Public	Notary Public Snap Shot
Please follow the below steps for Navigating / Finding your profile with Notary Search Mobile Application:	
1. Login as a Registered User or a Guest User into Notary Search Mobile Application	
2. Select "Recruiters" Icon on the Home Page	

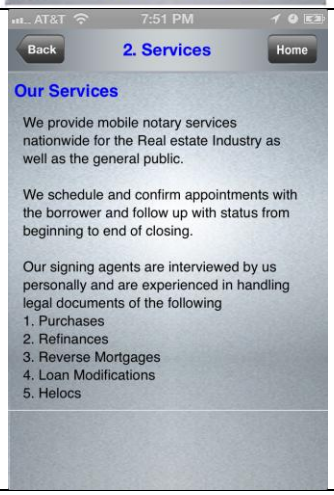
3. Recruiters List across the states in USA can be found by selecting the specific state of interest. Scroll Down your screen to get more states	
4. Eg : List of Recruiters from Texas State	
5. Select the Recruiter by clicking on the listed profile	

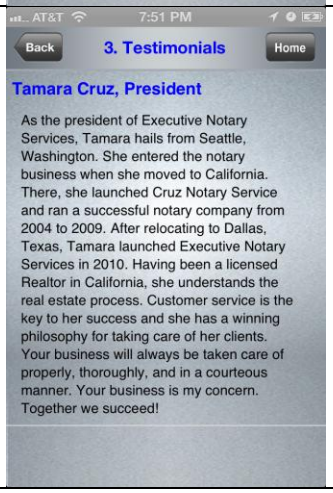
6. Select "Hiring Agents" to view the services provided by a Notary Signing Service

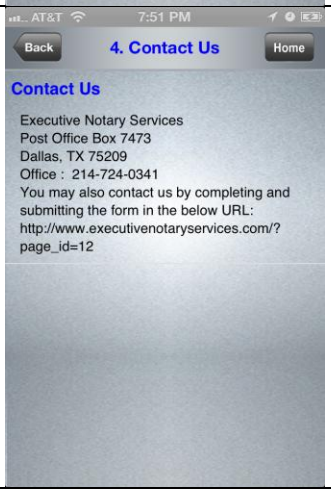
Please refer to explanations given for Reviews, Map and Add to Favourite section in 3.1.3 Notary Public Home Page – Exploring the profile




Back
1. About Us
Home
Home
Welcome to ExecutiveNotaryServices.com
We are a nationwide mobile notary service with over 30 years experience in the Real Estate Industry and understand the importance of error free signings!
We are a licensed and bonded company and carry $1,000,000 Errors and Omissions Insurance.
About Us
Executive Notary Services is a nationwide mobile notary service with over 30 years of experience in the Real Estate Industry and a commitment to the necessity of error free

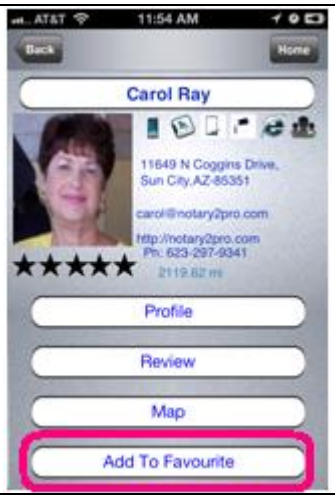
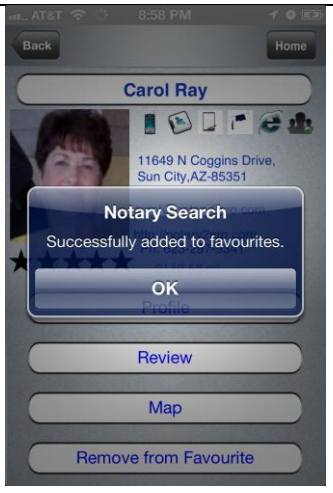

Back
2. Services
Home
Our Services
We provide mobile notary services nationwide for the Real estate Industry as well as the general public.
We schedule and confirm appointments with the borrower and follow up with status from beginning to end of closing.
Our signing agents are interviewed by us personally and are experienced in handling legal documents of the following
1. Purchases
2. Refinances
3. Reverse Mortgages
4. Loan Modifications
5. Helocs


Back
3. Testimonials
Home
Tamara Cruz, President
As the president of Executive Notary Services, Tamara hails from Seattle, Washington. She entered the notary business when she moved to California. There, she launched Cruz Notary Service and ran a successful notary company from 2004 to 2009. After relocating to Dallas, Texas, Tamara launched Executive Notary Services in 2010. Having been a licensed Realtor in California, she understands the real estate process. Customer service is the key to her success and she has a winning philosophy for taking care of her clients. Your business will always be taken care of properly, thoroughly, and in a courteous manner. Your business is my concern. Together we succeed!



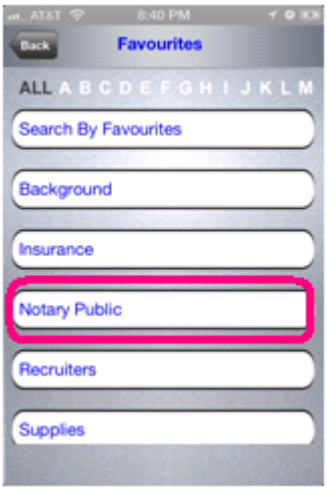
3.1.5 Favourites Icon

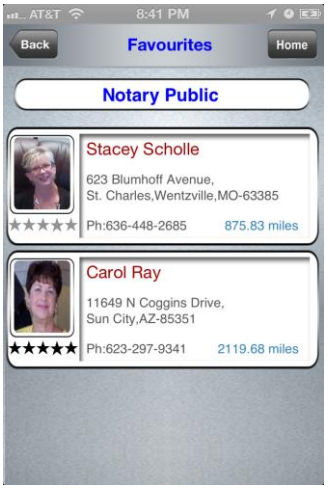
- The most appreciated feature of Notary Search Mobile Application is its ability to allow users to Add and Remove users to their Favourite List.
- The Favourites feature is available only to the Registered Users.
- Guest Users will not be able to avail this feature.
- Favourites" will allow all registered users the opportunity to save their favourite Notaries, Signing Agents, Supplies, Insurance Agents, Background Investigators, Training Course Providers, and Secretary of State information in a folder accessible only to the creator of that folder. The user will have instant access to this information.

<table>
<tr><th>Favourites</th><th colspan="2">Favourites Snap Shot</th></tr>
<tr><td>Please follow the below steps for Navigating / Finding your profile with Notary Search Mobile Application:</td><td colspan="2"></td></tr>
<tr><td>1. Login as a Registered User into Notary Search Mobile Application
Note : Favourites Option is not available for Guest Users</td><td colspan="2">
</td></tr>
<tr><td>2. Add To Favourite
• To add someone to your Favourites List – simply select the button Add To Favourite from the Profile Home Page.
• The Notary Public gets added to the Favourites List.</td><td> 
</td><td> 
</td></tr>
</table>

3. How to access your Favourites List?

- Select "Favourites" Icon in the home page



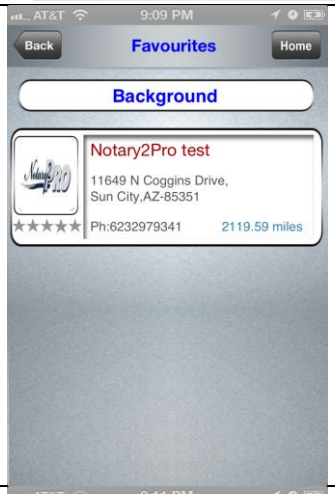


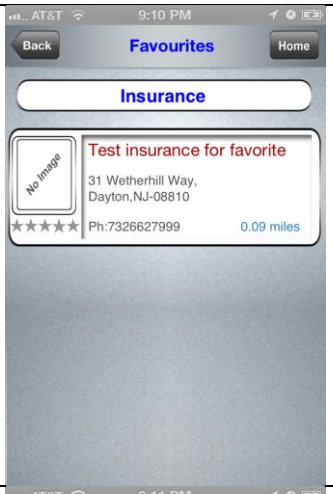
4. Favourites lists of

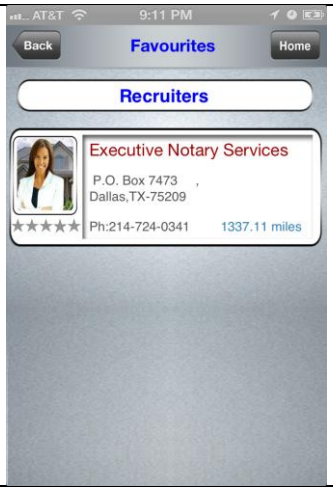
- Notaries
- Signing Agents
- Supplies
- Insurance Agents
- Background Investigators
- Training Course Providers
- Secretary of State information

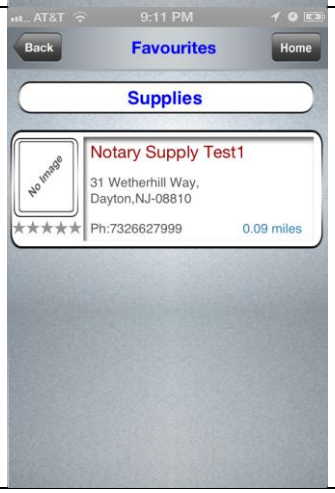
Can be found from the respective Favourites Folders.

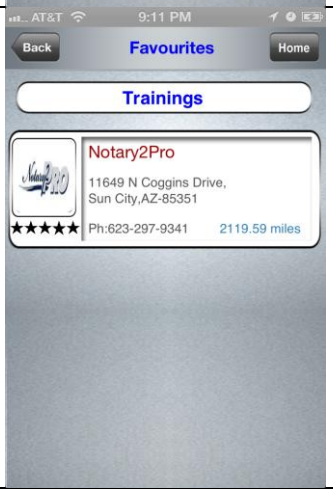
Note : The Listing will get added to your favourite folder only if you have added it previously to your Favourites List.









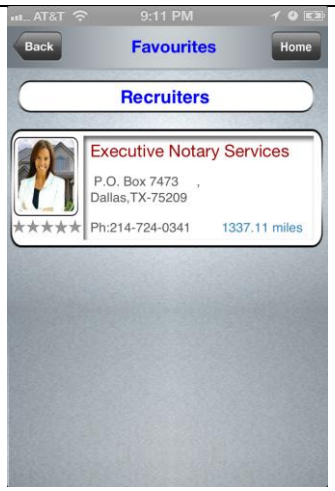


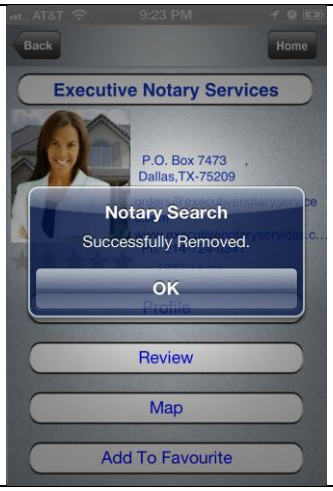
5. How to remove someone from the Favourites List

- Select Profile in Favourites Folder that you want to remove from your favourites list
- Select “Remove from Favourites”
- The Profile gets removed from the Favourites Folder

Note : The Profile Only gets removed from the Favourites Folder and not from their respective listings (Notary Public, Recruiters, etc)

A Profile can be added or removed to the Favourites List anytime.



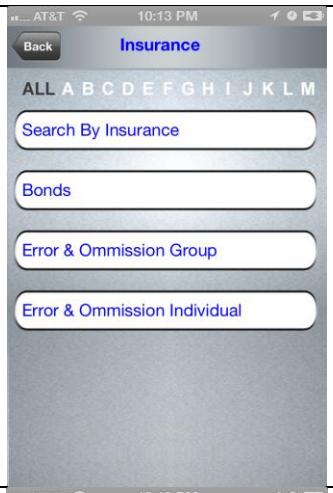


3.1.6 Insurance Icon

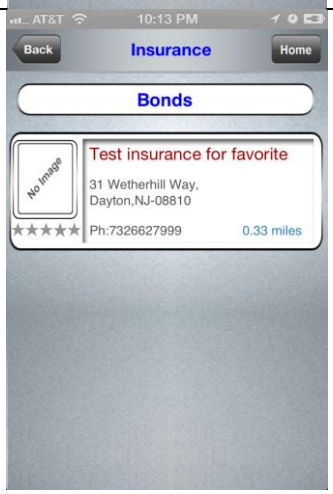
Insurance	Insurance Snap Shot
Please follow the below steps to find a list of E&O Insurance Providers with Notary Search Mobile Application:	
1. Login as a Registered User or a Guest User into Notary Search Mobile Application	
2. Select "Insurance" Icon on the Home Page	

3. Insurance Providers providing
   - Bonds
   - Error & Omission – Group
   - Error & Omission - Individual

gets listed in this option.



4. On selecting any of the above categories – the list of Background investigators gets listed



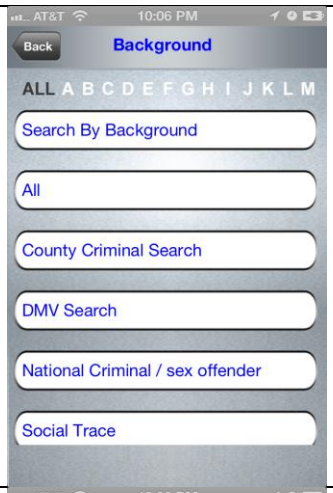
5. Follow the same instructions as discussed in the previous section "3.1.3 Notary Public Home Page – Exploring the profile" to explore the services of Background Check Investigators.

3.1.7 Background Icon

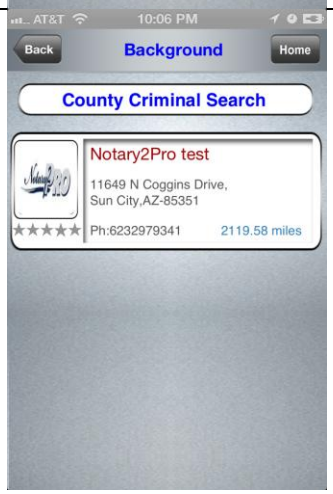
Notary Public	Background Snap Shot
Please follow the below steps to find a list of Back Ground Investigator with Notary Search Mobile Application:	
6. Login as a Registered User or a Guest User into Notary Search Mobile Application	
7. Select "Background" Icon on the Home Page	

8. Background investigators performing
   - County Criminal Search
   - DMV Search
   - National Criminal / Sex Offender Search
   - Social Trace

gets listed in this option.



9. On selecting any of the above categories – the list of Background investigators gets listed



10. Follow the same instructions as discussed in the previous section "3.1.3 Notary Public Home Page – Exploring the profile" to explore the services of Background Check Investigators.

3.1.8 Notary Supplies Icon

Notary Supplies	Notary Supplies Snap Shot
Please follow the below steps to find a list of Notary Supplies Providers with Notary Search Mobile Application:	
1. Login as a Registered User or a Guest User into Notary Search Mobile Application	
2. Select "Supplies" Icon on the Home Page	
3. Notary Supplies • Notary Stamps • Notary Seals • Notary Supplies gets listed in this option.	
4. On selecting any of the above categories – the list of Notary Supplies Providers gets listed	

5. Follow the same instructions as discussed in the previous section "3.1.3 Notary Public Home Page – Exploring the profile" to explore the services of Background Check Investigators.	

3.1.9 Notary Trainings Icon

Trainings	Trainings Snap Shot
Please follow the below steps to find a list of Notary Supplies Providers with Notary Search Mobile Application:	
1. Login as a Registered User or a Guest User into Notary Search Mobile Application	
2. Select "Trainings" Icon on the Home Page	

3. Notary Trainings • Notary Supplies gets listed in this option.	
4. On selecting any of the above categories – the list of Notary Training Providers gets listed	
5. Follow the same instructions as discussed in the previous section "3.1.3 Notary Public Home Page – Exploring the profile" to explore the services of Background Check Investigators.	

3.1.10 Treasury Icon

Trainings	Trainings Snap Shot
Please follow the below steps to find a list of State Treasury – Notary Public Division details with Notary Search Mobile Application:	
1. Login as a Registered User or a Guest User into Notary Search Mobile Application	
2. Select "Treasury" Icon on the Home Page	
3. Treasury • Notary Supplies gets listed in this option.	
4. On selecting any of the above categories – the list of State Treasury Notary Public Division gets listed	

5. Follow the same instructions as discussed in the previous section "3.1.3 Notary Public Home Page – Exploring the profile" to explore the services of Background Check Investigators.	